Panel Review Home Page

Panel Review Home Page Procedural Steps to Perform This Task:

- 1. In this page Proposals in the panel can be viewed in one of the following three grids:
- Proposal Assignments Accepted
- Proposal Assignments Waiting to be Accepted
- Other Proposals

1.1 Proposal Assignments Accepted

Proposal Reviews you have already accepted, with a reviewer category other than Additional, are available in this grid.

- 1. Select a Proposal to update the review. In the *Options* column, click the **Actions/Views** link and then click the **Update Reviews** link to start entering review comments for the Proposal.
- 2. You can update the review form and click the Save and Submit button to preview the comments entered.
- 3. You can choose to email a copy of the review to your primary email address by checking the Email Myself a Copy checkbox.
- 4. Submit the review to DOE by clicking the **Confirm** button. The task will be removed from your queue at this point.
- 5. If you wish to declare a COI for a review, then select the review and click the Actions/Views link and then click the Declare Conflict of Interest link. The review will still be available in the grid, but you will no longer be able to see the Actions/Views link in the Options colum n.

Proposal Assignments Waiting to be Accepted

You can view all Proposal Reviews awaiting your action in this grid.

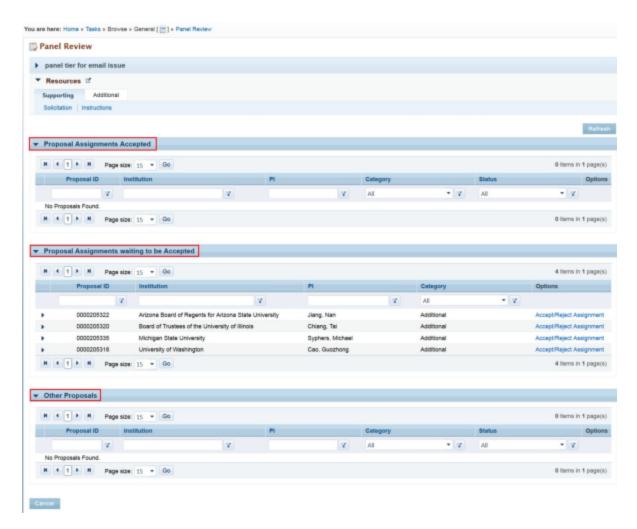
1. Select a Proposal Review, on which to start work. In the *Options* column, click the **Actions** link and then click the **Accept/Reject Assignment** link. This takes you to the *Proposal Review – Conflict of Interest Certificate* page.

Other Proposals

Proposal Reviews you have already accepted, with the reviewer category Additional, are available in this grid.

- 1. Select a Proposal to update the review and click the **Actions/Views** link and then click the **Update Reviews** link in the *Options* column to start entering review comments for the Proposal.
- 2. In some scenarios, you will be able to see only the *Views* link under the *Options* column. This is intentional and has been set by DOE Office of Science to allow you to only view the Proposal.
- 3. Viewing the Proposal also requires you to sign the COI statement.

Figure 1. Panel Review Home Page



Notable Page Elements

Element	Description	
Cancel Button	Click this button to go back to Panel Review List page.	